

NOTES FOR RECIPIENTS

THIS RECORD IS AN IMPORTANT AND VALUABLE DOCUMENT WHICH SHOULD BE RETAINED FOR FUTURE REFERENCE

Only a competent gas engineer registered with the Gas Safe Register is authorised to issue this Record. The gas engineer is required by the rules of the Gas Safe Register to show their unique licence card on request, which contains a clear photo of the engineer and gives details of the areas of work covered by their registration. To verify the details on the licence card, please contact the Gas Safe Register by phone on 0800 408 5500 or alternatively via their web site www.GasSafeRegister.co.uk

The Record has a printed unique seven digit serial number which is traceable to the engineer / business to which NICEIC supplied the Record.

The Record is intended to be issued for either a Natural Gas Landlord Safety Inspection, or a Natural Gas Safety Inspection.

It cannot be issued as a Record for building work notification.

It is the Landlords responsibility under the Gas Safety (Installation and Use) Regulations 1998 to provide a gas safety inspection annually.

The Record has been issued to confirm that the gas installation and appliances or flue connected to it have been inspected to checked their compliance with the Gas Safety (Installation and Use) Regulations 1998, and they are safe for continued use.

You, as the person ordering the work, should have been given the Record marked 'Original (to the person ordering the work)'; the yellow copy marked 'Duplicate (to the tenant)' should have been handed to the tenant and the pink copy marked 'Duplicate (to be retained by the Gas Safe engineer / business)' should have been retained by the engineer.

The Record is a valuable document and it is a legal requirement that it is retained for a minimum of two years.

Appliance Detail

All Landlord appliances MUST be checked for safety under the requirements of the Gas Safety (Installation and Use) Regulations 1998.

A "Yes" entered in PART 4 under 'Appliance safe for continued use?' confirms that appropriate inspection and / or testing has been performed and the results are satisfactory. Where a "No" has been entered, the engineer has identified a gas safety defect that has made the appliance unsafe for continued use. The engineer MUST follow the current *Gas Industry Unsafe Situations Procedure*, which they will be able to explain to you should the need arise.

Details of appliances owned by the tenant will also be recorded, but this shall be limited to location, type, make, model of the appliance and its flue type. Fields in PART 4 marked 'Landlord's Appliance?' and 'Appliance Inspected?' shall be recorded as NO for tenants own appliances, unless prior arrangement with the landlord has been obtained to include these appliances in the safety inspection.

Certsure LLP is unable to investigate complaints about the operational performance of Gas Safe Registered Engineers. Gas Safe Register may be able to assist further, please contact Gas Safe Register by phone on 0800 408 5500 or alternatively via their web site www.GasSafeRegister.co.uk